

Document No. 11

NO CHANGE in Class.

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Class. CHANGED TO: TS S

DDA Memo, 4 APR 77

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Date: 310178 By: 025

~~SECRET~~
Security Information

MAY 28 1953

~~19 June 1953~~

MEMORANDUM FOR: Director of Training

SUBJECT : T/O Reduction

1. At your request, I have communicated the following information to [REDACTED] concerning the proposed T/O reduction of 100 positions:

a. The DTR recently directed a complete review of the TRS and [REDACTED] T/O.

b. It can be stated at this time that there will be a reduction in the TRS T/O. Pending the completion of the report, however, OTR cannot agree to an arbitrary reduction of positions.

c. No reduction in clerical positions can be anticipated. Instead, the DTR requests an indication from the Personnel Director of the possibility of filling all clerical vacancies.

d. The DTR believes the present JOT T/O of 150 positions should not be reduced since these positions serve all offices of the Agency.

2. In reply to the question concerning clerical personnel, Mr. [REDACTED] stated that the major effort of the Personnel Procurement Division is now devoted to the recruitment of clerical people. He expects the situation to improve considerably during the month of June. The [REDACTED] positions in the Interim Assignment Branch will be used as a recruitment-training pool in an effort to maintain clerical personnel at maximum strength.

3. [REDACTED] revised his original statement that the proposed reduction would be effective for Fiscal Year 1954 only. In subsequent discussions with [REDACTED] he has been informed that the reduced figures represent T/O ceiling for the foreseeable future.

JOB #

BOX #

FOLDER #

TOTAL # CIA DOCS. HEREIN

[REDACTED]
Administrative Officer, OTR~~SECRET~~